

# **SHERIFF**

## **GENERAL STATEMENT OF DUTIES**

This is an elected position which serves as Randolph County's principal law enforcement officer as directed by NCGS Chapter 162.

## **DISTINGUISHING FEATURES OF THE CLASS**

The Sheriff, an elected officer of the County, is charged with general enforcement of criminal laws including the operation of the County Jail. An employee in this class supervises law enforcement personnel involved in a wide range of general or technical law enforcement duties in the prevention, detection, and investigation of criminal activities. The employee must exercise considerable tact and firmness in dealing with the public and must exercise considerable judgment and initiative. The employee may be subject to the usual hazards of law enforcement work.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Administers, supervises and directs all activities of the Sheriff's Office (administration, patrol, civil, detention and courtroom, criminal investigations and support) in the maintenance of law enforcement and in the prevention of crime, and secures incarcerated prisoners awaiting trial or serving active sentences.
- Supervises the operation of the jail and directs the work of bailiffs and transportation officers.
- Supervises the preparation of the annual departmental budget request and the administration of the budget.
- Recruits, trains, and evaluates the work of employees; has the authority to hire and fire and resolve employee grievances.
- Supervises the handling of orders issued by the civil courts which include evictions, executions, claim and deliveries, civil summons and civil warrants.
- Supervises the auction sales of seized property and is responsible for accounting and maintaining of seized property.
- Performs related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the N.C. General Statutes pertaining to the functions of Sheriff.
- Thorough knowledge of the policies, procedures, and practices of law enforcement.
- Ability to plan, organize and supervise the activities of the office.
- Ability to interpret legal statutes pertaining to the functions of the Sheriff.
- Ability to communicate effectively orally and in writing.
- Ability to maintain effective working relationships with other employees, law enforcement agencies and the public.

## **MINIMUM EDUCATION AND EXPERIENCE**

Elected to the Office of Sheriff by the citizens of Randolph County.

**Special Note** – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 7/2002